



Position Title: Associate Director of Major Gifts
Position Status: Full-Time
FLSA Status: Exempt
Reports To: Director of Major Gifts and Planned Giving

Position Purpose

The Associate Director of Major Gifts supports the major gifts functions that provide a significant portion of total funds raised through development operations. Responsibilities include strategic and operational planning, prospect management, solicitations, and volunteer management. This is an immediate opening.

Essential Functions

- Works closely with the Director of Major Gifts and Planned Giving to plan targeted outreach activities to increase the donor pool and cultivating/stewarding existing prospects.
- Assists in identifying, cultivating, soliciting, and stewarding major gift prospects with an assigned portfolio and giving goals.
- Provides strategies, briefing materials, written proposals, and acknowledgments for the Head of School, Director of Development, Director of Major Gifts and Planned Giving, and Members of the Board and accompanies them as appropriate on development-related travel.
- Provides staff support when appropriate for committees that are active in capital fundraising. Trains and oversees interaction with these volunteers.
- Participates in all aspects of development outreach and community engagement activities as appropriate.
- Other duties as assigned by the Director of Major Gifts and Planned Giving or her designee.

Qualifications

- Bachelor's degree required, advanced degree preferred.
- 2+ years of demonstratively successful experience in fundraising in an organization with a viable and comprehensive major gifts development program.
- Experience with capital campaigns.
- Proven success in working with volunteers.
- Effective organizational, marketing, and leadership skills.
- Imaginative and entrepreneurial approach to fundraising.
- High professional and ethical standards for handling confidential information.
- Demonstrated ability to coordinate and manage many projects simultaneously.
- Proven interpersonal, oral, and written communication skills.
- Ability and willingness to travel frequently, sometimes at short notice and over weekends.
- Understanding of an appreciation for SCH Academy's mission and the capacity to project the unique aims and values of the Institution to prospective donors.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.

Physical Requirements and Work Environment

- Regularly use close and distance vision.
- May work at a desk and computer for extended periods.
- Able to move around an office and other school environments.
- Work in a traditional climate-controlled environment with moderate noise levels.
- Be able to lift up to 20 lbs occasionally.

Application Procedures

To be considered, candidates must upload a cover letter, resume, and information for three professional references through our online platform. Please follow this [link](#) to apply.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.